

United States Department of the Interior

OFFICE OF THE SECRETARY Washington, DC 20240

NOV 1 6 2018

U.S. Office of Personnel Management Kimberly A. Holden Deputy Associate Director Employees Services, Recruitment and Hiring 1900 E Street, NW Suite 6500 Washington, DC 20415

Dear Ms. Holden:

In accordance with 5 CFR 362.104, the Department of the Interior (DOI) is submitting its Pathways Memorandum of Understanding (MOU) for your approval. Also, we wish to express our gratitude to your Pathways team for reviewing our MOU and offering pertinent recommendations.

If you have any questions, please contact Akia West-Butler at (202) 208-6754, or by e-mail at Akia West-Butler@ios.doi.gov.

Sincerely,

Raymond A. Limon

Deputy Assistant Secretary - Human Capital and

Diversity

Chief Human Capital Officer

Enclosures

Memorandum of Understanding (MOU) Between the U.S. Office of Personnel Management (OPM) and the

U.S. Department of the Interior (DOI)

I. PURPOSE AND SCOPE

In accordance with section 362.105 of title 5, Code of Federal Regulations (CFR), this document is an agreement between the above-named parties. The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation of the Pathways Programs.

II. BACKGROUND

Executive Order 13562, established the Student Pathways Program framework focused on three paths tailored to recruit, hire, develop and retain high quality students and recent graduates. Section 362.103 of 5 CFR authorizes agencies to make appointments to positions placed in the excepted service, pursuant to the Pathways Programs. Part 362 requires the agency head or their designee to enter into and maintain a Pathways Memorandum of Understanding (MOU) with OPM, in order to make any appointments under the Pathways Authority.

III. POSITIONS COVERED

Any series, General Schedule Grade 1-13 (or equivalent level under another pay and classification system, including the Federal Wage System), for which the individual is Qualified.

IV. RESPONSIBILITIES OF THE PARTIES

A. OPM Responsibilities

- Provide implementation guidelines and technical assistance
- Review agency agreements in a timely manner
 Provide guidance on how agencies shall submit data on number of Pathways
- Programs projected hires and participants hired
- Publicize information to potential applicants on eligibility requirements and how to apply to the Pathways Programs
- Provide agencies with a vehicle to publicize hiring under the Pathways authority
- Centrally manage the PMF Program in accordance with (IAW) 5 CFR 362
 Subpart D
- Retain exclusive authority to:
 - o Establish and maintain an oversight program, and
 - Establish a cap on the number of individuals who may be converted from the Pathways Programs to a position in the competitive service
 - o Revoke an agency's authority to use the Pathways Programs

B. DOI Responsibilities

- Ensure agency/bureau specific program labels are IAW 5 CFR Section 362.101, e.g. DOI Recent Graduates Program, NPS Internship Program. DOI Presidential Management Program (PMF) is the agency specific label for the PMF Program
- Establish Pathways Programs for the purpose of recruiting students and recent graduates and will delegate specific authorities to the Bureau/Offices to implement and administer the Pathways Program
- Administer the Pathways Programs IAW Merit Systems Principles and Veterans Preference Authority
- Provide guidance on the on-boarding process
- Authorize extensions of Recent Graduate and PMF appointments for an additional 120 days after the completion of their assignment, as appropriate
- Provide information on Pathways Programs usage
- Ensure its participants meet the criteria to be appointed in the Pathways Programs, including but not limited to requirements related to all Federal appointments such as qualification standards and suitability
- Ensure adherence to veteran's preference requirements IAW the provisions of 5 CFR, Part 302
- Post its student positions through USAJOBS.

V. AGENCY PROGRAMS

The following Pathways Programs are established for DOI. Bureaus/Offices may replace **DOI** with their bureau/office designation, e.g. *FWS*, *OIG*, for the Internship and Recent Graduate programs. The PMF Program will maintain the DOI naming convention Department-wide.

- **A.** The DOI Internship Program. Provides students in high schools, colleges, trades schools and other qualifying institutions, as defined in 5 CFR, Section 362.102, an opportunity to explore DOI careers as paid employees while completing their education.
- B. The DOI Recent Graduates Program. A one year program for all positions (except those identified with a duration of longer that 1 year, see attachment 4 and 5), which targets individuals who have recently graduated form a qualifying educational institution or program and meet eligibility IAW 5 CFR, Section 362.302.
- C. The DOI Presidential Management Fellows (PMF) Program. A premier leadership development program at the entry-level for advanced degree candidates to develop a cadre of high potential Federal government leaders.

VI. DELEGATIONS OF AUTHORITY

DOI established an agency-wide policy on Pathways Programs and delegated authority to Bureaus/Offices to establish supplemental policies, as necessary, to ensure compliance with OPM regulations and Departmental policy.

VII. PROGRAM EXTENSIONS

DOI may grant extensions to permit Recent Graduates and PMFs to remain in the Pathways Programs for up to 120 days beyond their due date for conversion to a permanent or term position. The criteria and procedures for requesting an extension are outlined below.

- A. Bureaus/Offices may request an extension from DOI's Office of Human Resources (OHR) of a Recent Graduate or PMF appointment for up to 120 days in the following circumstances:
 - Approved leave for medical reasons;
 - Bereavement:
 - Absences during the program for 30 days or more due to military service
 - Other unforeseen circumstances, which render an exception necessary (reviewed on a case by case basis)
- **B.** Requests must be made in writing at least 30 days in advance of the participants due date for conversion to a permanent or term appointment.
- C. Written requests should be forwarded through the DOI Pathways Program Officer to the Director, Office of Human Resources for approval.
- **D.** There are no provisions for extensions beyond 120 days.
- E. Extensions will not be approved for completing additional training.
- **F.** Extensions do not apply to Interns.

VIII. FORMAL TRAINING AND DEVELOPMENT

Pathways participants (without a Not-To-Exceed (NTE) date) in appointments greater than 90 calendar days are required to complete formal training and development to acquire the appropriate competencies needed for conversion. Pathways participants and managers should consult with DOI University and their servicing human resource office to identify appropriate training and development opportunities.

- A. Internship Program: An Individual Development Plan (IDP) must be established to document the training and development program for internships (without a NTE date) lasting longer than twelve (12) weeks. The IDP may include, but is not limited to, onthe-job experience, formal training classes, mentoring by more senior employees in the same or related field, rotational assignments, attendance at conferences/seminars, or interagency details.
- **B.** Recent Graduates Program: DOI managers will ensure, within 90 calendar days of appointment, that each Recent Graduate is assigned a mentor who is an employee outside the Recent Graduate's chain of command. DOI managers will ensure, within 45 calendar days of appointment, that each Recent Graduate has an IDP that is approved by his/her

supervisor. DOI managers will ensure that each Recent Graduate receives at least 40 hours of formal training (per year) that advances the goals and competencies outlined in the TDP, such training shall be included in the Recent Graduate's IDP, Mandatory annual training, such as information security and ethics training, does not count toward the 40 hour requirement,

- **C. PMF Program:** DOI will approve, within 45 calendar days of appointment, an IDP for each Fellow. The IDP will set forth the specific developmental activities that are mutually agreed upon by each Fellow and his/her supervisor, in consultation with the Fellow's assigned mentor and Bureau PMF Coordinator. The following are required developmental activities, which are included in the IDP:
 - Completion of a DOI Orientation Program
 - Eighty (80) hours of formal interactive training per year (Orientation may count towards this requirement; however, mandatory training such as information security and ethics training does not count towards the 80-hour requirement)
 - Assignment of a formal mentor within 90 calendar days of appointment (mentor is a managerial employee outside Fellow's supervisory chain).
 - Completion of at least one (1) rotational/development assignment, which includes:
 - o Full-time management and/or technical responsibilities that prepare the Fellow for his/her targeted position
 - o Is four (4)-six (6) months in duration
 - O Assignment is outside the Fellow's organization, in another component of the agency, or in another Federal agency

IX. AGENCY COMMITMENT

DOI is committed to the following:

- Provide OPM requested information regarding the use of DOI Pathways Programs;
- Adhere to any caps on the Pathways Programs imposed by the Director of OPM'
- Provide OPM information about job opportunities for individuals interested in participating in the Pathways Programs;
- Ensure adherence to the requirements in 5 CFR part 302 for 302 for:
 - ✓ Accepting applications:
 - O By indicating in the Pathways Job Opportunity Announcement (JOA) when and how applications will be accepted
 - O By always accepting application through at least one electronic method (e.g. USASTAFFING, email)
 - O Via alternative methods (e.g. job fair) as indicated in the JOA
 - ✓ Rating and ranking qualified candidates, and
 - ✓ Granting veterans' preference; and
- Provide a meaningful on-boarding process for each Pathways Program participant

X. TERMINATION, SUSPENSION OR REVOCATION

The Director of OPM may revoke this Agreement when agency use of the Pathways Programs is inconsistent with Executive Order 13562, part 362 of title 5, Code of Federal Regulations, or this MOU.

XI. FUNDING

This MOU does not include the reimbursement of funds between the two parties.

XII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of OPM and Department of the Interior authorized officials and remain in effect for two (2) years from the date of the last signature, unless terminated, suspended or revoked by the Director, OPM.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as follows:

FOR THE OFFICE OF PERSONNEL MANAGEMENT

Kimberly A. Holden

Deputy Associate Director Recruitment and Hiring

U.S. Office of Personnel Management

Raymond Limon

Deputy Assistant Secretary - Human Capital

and Diversity

Chief Human Capital Officer

Department of the Interior

Attachments (6)

- (1) DOI PPO
- (2) DOI Government-wide Acquisition Management Development Program Manager

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- (3) DOI Agency PMF Coordinator
- (4) DOI Acquisition Management Development Program Curriculum
- (5) DOI Appraiser Development Program
- (6) Approved Qualifying Education Courses and Work Experience

U.S. DEPARTMENT OF THE INTERIOR

Pathways Programs Officer (PPO)

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U.S. DEPARTMENT OF THE INTERIOR

Acquisitions Development Program Manager

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U.S. DEPARTMENT OF THE INTERIOR

Agency Presidential Management Fellows (PMF) Coordinator

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GOVERNMENT-WIDE ACQUISITION MANAGEMENT DEVELOPMENT PROGRAM (GAMDP)

The Government-wide Acquisition Management Development Program (GAMDP) is a two-year developmental program designed to hire and grow entry-level federal government Contract Specialists into procurement professionals and government business leaders of the future. DOI University established and manages all aspects of the program. Participants complete rotational assignments in sponsoring agencies/offices, complete a prescribed curriculum of technical and business skills training, and are assigned a senior contracting specialist mentor. The rotational assignment provides participants appropriate on-the-job experience to increase their understanding of the procurement process and to apply the technical knowledge gained from the training. Upon successful completion of the program, participants meet minimum qualifications for the Federal Acquisition Certification in Contracting (FAC-C) Level II and are converted to a career/career conditional appointment within DOI. Once converted, the participants can then be transferred to a non-DOI sponsoring agency. The Recent Graduates Program is utilized as part of a tiered strategy to attract and recruit for GAMDP.

All participants are required to complete a prescribed curriculum of Federal procurement and acquisition courses that are applied toward certification as a Contract Specialist, GS-1102. The curriculum is based on the Office of Federal Procurement Policy's (OFPP) requirements for the Federal Acquisition Certification in Contracting (FAC-C), originally issued in January 2006 and revised in December 2008, that strengthened the alignment between FAC-C and the Department of Defense's (DOD) Defense Acquisition Workforce Improvement Act (DAWIA) contracting certification curriculum.

Federal certification programs are designed to establish consistent competencies and standards for those performing acquisition-related work in civilian agencies. Certifications are federal standards recognized across agencies but do not guarantee assignment or advancement. The FAC-C certification is based on the essential core competencies for the contracting professional. The certification program includes education, training and experience requirements that lead to developing and maintaining skills currency. FAC-C comprises three levels of certification for contracting professionals from managing a range of contract vehicles, from low-risk contracts (such as supplies) to high-risk, complex acquisitions (such as Information Technology (IT) systems).

While training requirements for the FAC-C are closely aligned with the DAWIA training requirements, they are not identical. Per the May 7, 2014 Memo on *Revisions to the Federal Acquisition Certification in Contracting (FAC-C) from OFPP*, the FAC-C curriculum will be refreshed periodically to maintain alignment with the DAWIA certification and will be maintained on FAI's website at www.fai.gov.

APPRAISER DEVELOPMENT PROGRAM (GS-1171)

The GS-1171-05/07 Trainee Appraiser position has a full performance level of GS-1171-09 Appraiser and a licensure credential of Certified General Real Property Appraiser, as defined by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation. Applicants admitted to the Trainee Appraiser development program by the OVS Chief Appraiser must meet the equivalent education, experience, and examination requirements of the

- 9 AQB,
- State identified by the Supervisory Review Appraiser, and
- OVS's annual Employee Performance Appraisal Plan (EPAP),

The Trainee Appraiser will be supervised by a GS-1171-14 Supervisory Team Lead Appraiser. Management may promote the Trainee Appraiser to the next higher level, at management's sole discretion, when the incumbent meets or exceeds the work performance level specified by the Supervisory Team Lead Appraiser in the EPAP, Time-in-grade is not the determinant of when the trainee is qualified for promotion. The GS-1171-05/07 Trainee Appraiser is a probationary intern until the incumbent fulfills all requirements and the Chief Appraiser promotes the Trainee Appraiser to the GS-1 171-09 Appraiser position. The incumbent shall agree in writing to remain a fulltime appraiser employee of the Office of Valuation Services for four years following promotion to GS-1171-09 in the Trainee Appraiser Development Program, unless removed from the program by management.

Appraiser Trainees hired under the Recent Graduate Program must either be converted to competitive service or terminated at the end of two (2) years in the trainee program. If converted, the trainee remains responsible for continued fulfillment of all program requirements.

APPENDIX A - Approved Qualifying Education Courses and Work Experience lists required courses in a year-by-year training program. The Chief Appraiser may periodically update the course list to reflect changes in AQB, State, or OWS qualifying education requirements. The Trainee Appraiser may request individual consideration of courses not on the approved list. The Supervisory Team Lead Appraiser must approve all training paid for by the Department of the Interior prior to course attendance, including the choice of delivery method (classroom or online).

The Supervisory Team Lead Appraiser, with concurrence of the Chief Appraiser, develops an annual Individual Development Plan (IDP) specific to each Trainee Appraiser that considers the incumbent's existing education and experience. The training plan identifies on-the-job training with other staff appraisers or review appraisers that will result in client bureau case accomplishments. Actual valuation casework is expected to increase in volume and complexity each year subsequent to the first year.

The Trainee Appraiser EPAP shall include one or more details to client bureaus beginning at the GS-07 level, or during the second year in the Trainee Appraiser Development Program, for a duration and location approved by the Chief Appraiser. Details to the OVS Quality Assurance Division may occur at the GS-09 level, or during the third year in the Trainee Appraiser Development Program. The Supervisory Team Lead Appraiser shall consult with the Chief Appraiser as to whether a private-sector detail, exchange of skills, or detail to another Federal appraisal organization may be appropriate. Such opportunities shall be coordinated with the OVS Director.

The Trainee Appraiser Development Program encourages diversity in the OVS appraiser cadre while also having the Trainee Appraiser progressively assume responsibilities according to identified benchmarks and demonstrated abilities in dealing with cases of varying complexity. The Supervisory Team Lead Appraiser shall identify six-month, one year, two-year, and three-year development and accomplishment benchmarks in the Trainee Appraiser's IDP. While EPAPs for all OVS Trainee Appraisers shall be consistent, IDPs may vary based on existing qualifications of the individual Trainee Appraiser and availability of coursework, particularly those classes offered only annually.

APPENDIX A

Approved Qualifying Education Courses and Work Experience (Required Training to be specified in Individual EPAP)

Year One Required Training and Experience

	Sponsor Organizations'
Basic Appraisal Principles (30)	AI, ASA, ASFMRA
Basic Appraisal Procedures (30)	AI, ASA, ASFMRA
Business Practices and Ethics	AI
Ethics and Appraising	ASA
Code of Ethics; or Best in Business Ethics (approved hours vary by provider)	ASFMRA
15-hour National USPAP Course (15)	AI, ASA, ASFMRA
General Appraiser Market Analysis and Highest and Best Use (30)	AI, ASA, ASFMRA

Minimum of 800 hours of on-the-job training (actual appraisal experience)

Year Two Required Training and Experience

General Appraiser Sales Comparison Approach (30)	AI, ASA, ASFMRA
General Appraiser Site Valuation and Cost Approach (30)	AI, ASA, ASFMRA
Statistics, Modeling, and Finance (15)	AI, ASA, ASFMRA
General Appraiser Report Writing and Case Studies (30)	AI, ASA, ASFMRA
Uniform Appraisal Standards for Federal Land Acquisitions (approved hours vary by provider	AI, ASFMRA
Minimum of 800 hours of on-the-job training	

Year Three Required Training and Experience

General Appraiser Income Approach (60)

AI, ASA, ASFMRA

Appraisal Subject Matter Electives (30)

A, ASA, ASFMRA

(may include hours over minimum shown above in other modules)

Minimum of 1,000 hours of on-the-job training

*Sponsor organizations:

AI

Appraisal Institute

ASA

American Society of Appraisers

ASFMRA

American Society of Farm Managers and Rural Appraisers

General

Appraisal subject matter electives and supplemental courses may also be considered by the Supervisory Appraiser when those courses have been approved for appraiser qualifying education credit in the state where the Trainee Appraiser seeks general certification. Among courses that may be beneficial are the land tenure classes jointly sponsored by the Bureau of Land Management and Forest Service, as well as several course offered by the International Right of Way Association, including (but not limited to):

- Bargaining Negotiations
- Negotiating Effectively with a Diverse Clientele
- Conflict Management
- Principles of Real Estate Law
- United States Land Titles
- Legal Aspects of Easements
- Skills of Expert Testimony

NOTES:

- AQB adopted changes on December 9, 2011, to implement a modified requirement on January 1, 2015, removing the in lieu option for college level education for the certified general appraiser classification. As of the effective date, then-new applicants for Certified General Real Property Appraiser Classification must hold a Bachelor's degree, or higher, from an accredited college or university as described by the AQB.
- AQB also adopted changes to implement specific Supervisory Appraiser and Trainee Appraiser requirements in 2015. Once published, OWS intends to assure compliance with those requirements prior to the AQB implementation date, to the extent practical.
- The Trainee Appraiser shall be required to obtain a Trainee Appraiser license following adoption of AQB-adopted changes effective January 1, 2015. OVS reserves the right to require a Trainee Appraiser license prior to January 2015 if available in the state where the Trainee Appraiser pursues State General Certification.